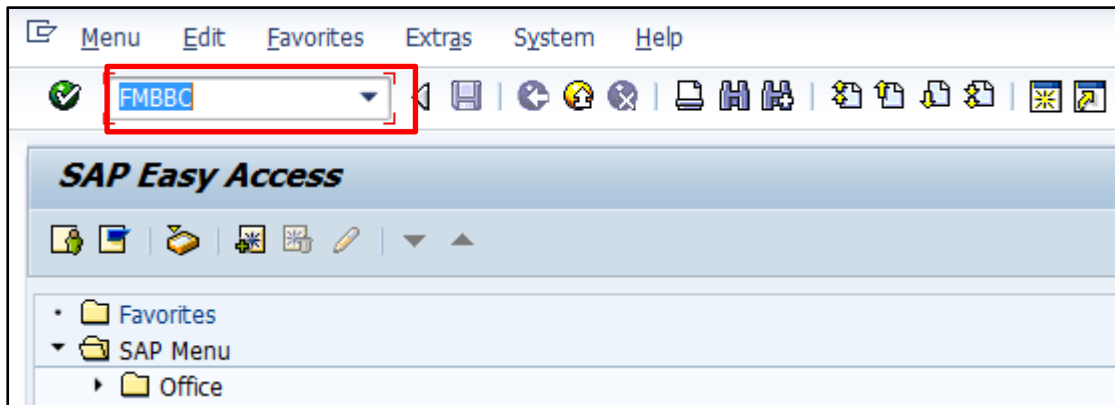




# Project – JBVNL Creation of Budget Document End User Manual - FICO



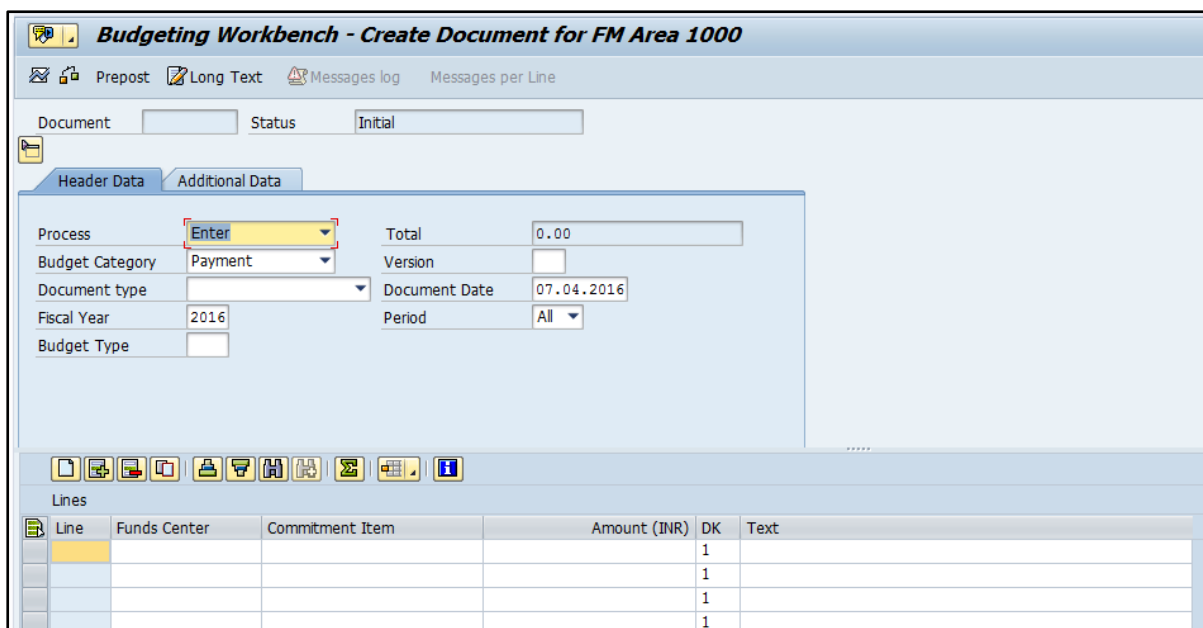
## 1. FMBBC – Budget



- Input **FMBBC** in **Transaction box** and press **Enter** key



- Input the FM Area 1000 in the field and press Ok button





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### 1.1. Header data:

The following are the input fields in the Header section of the Budget

- **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: Enter
- **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
- **Version:** Input the version number 0
- **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BINT(Initial Budget Entry)**
- **Document date:** Input the Document date
- **Fiscal Year:** Input the Fiscal Year
- **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **BI(Initial)**

**Budgeting Workbench - Create Document for FM Area 1000**

Document: [ ] Status: Initial

Header Data | Additional Data

Process	Enter	Total	0.00
Budget Category	Payment	Version	0
Document type	BINT (Initial Budget E...	Document Date	01.04.2016
Fiscal Year	2016	Period	All
Budget Type	BI INITIAL		

### 1.2. Line item

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
0000...	410201000	4788016	10,000.00	1	Budget
				1	

The following are the Input fields in the Line item section.

- **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 410201000
- **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
- **Amount:** Input the Budget amount



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- **Text:** Input the Text information in this field

### 1.3 Save and Display

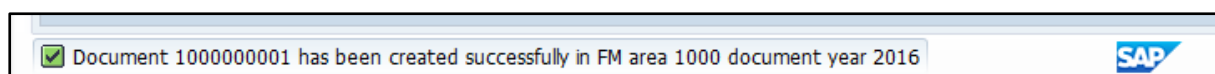
**Budgeting Workbench - Create Document for FM Area 1000**

Document: [ ] Status: Initial

Header Data | Additional Data

Process	Enter	Total	10,000.00
Budget Category	Payment	Version	0
Document type	BINT (Initial Budget E...)	Document Date	01.04.2016
Fiscal Year	2016	Period	All
Budget Type	BI INITIAL		

- Click on Save option



- System will pop up Document has been created successfully message at the bottom of the screen.

**Budgeting Workbench - Display Document for FM Area 1000**

Document: 1000000001 Status: Posted Document Year: 2016

Header Data | Additional Data

Process	Enter	Total	10,000.00
Budget Category	Payment	Version	0
Document type	BINT (Initial Budget E...)	Document Date	01.04.2016
Fiscal Year	2016	Period	All
Budget Type	BI INITIAL		

Lines

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
1	410201000	4788016	10,000.00	1	Budget



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### 2. Transfer:

**Budgeting Workbench - Create Document for FM Area 1000**

Prepost Long Text Messages log Messages per Line

Header Data Additional Data

Process: Transfer Total Sender: 0.00  
Budget Category: Payment Total Receiver: 0.00  
Document type: BTRF (Budger Transf... Version: 0  
Document Date: 09.04.2016

Sender  
Fiscal Year: 2016 Period: All  
Budget Type: TR

Receiver  
Fiscal Year: 2016 Period: All  
Budget Type: TR

#### 2.1. Header data:

The following are the input fields in the Header section of the Budget

- **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: **Transfer**
- **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: **Payment**
- **Version:** Input the version number 0
- **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BRTF(Budget Transfer)**
- **Document date:** Input the Document date
- **Fiscal Year:** Input the Fiscal Year
- **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **TR (Budget Transfer)**

**Note:** Need to select the Budget Type for both **SENDER** and **RECEIVR** Section

#### 2.2. Line item

Line	-/+	Funds Center	Commitment Item	Amount (INR)	DK	Text
	-	443402001	4788016	5000	1	Budget Transfer
	+	410701000	4788016	5000	1	Budget Transfer

The following are the Input fields in the Line item section.



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- **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 443420001
- **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
- **Amount:** Input the Budget transfer amount
- **Text:** Input the Text information in this field

**Note:** Need to select the Fund center Sender with “-”symbol and Receiver with “+”symbol

### 2.3 Save and Display

**Budgeting Workbench - Create Document for FM Area 1000**

Prepost Long Text Messages log Messages per Line

Header Data Additional Data

Process Transfer Total Sender 0.00  
Budget Category Payment Total Receiver 0.00  
Document type BTRF (Budger TRanf... Version 0  
Document Date 09.04.2016

Sender  
Fiscal Year 2016 Period All  
Budget Type IR BUDGET TRANSFER

- Click on Save option

Document 5000000000 has been created successfully in FM area 1000 document year 2016

- System will pop up Document has been created successfully message at the bottom of the screen.

**Budgeting Workbench - Display Document for FM Area 1000**

Prepost Long Text Messages log Messages per Line

Document 5000000000 Status Posted Document Year 2016

Header Data Additional Data

Process Transfer Total Sender 5,000.00  
Budget Category Payment Total Receiver 5,000.00  
Document type BTRF (Budger TRanf... Version 0  
Document Date 09.04.2016

Sender  
Fiscal Year 2016 Period All  
Budget Type IR BUDGET TRANSFER

Lines

-/+	Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
-	1	443402001	4788016	5,000.00	1	Budget transfer
+	2	410701000	4788016	5,000.00	1	Budget Transfer



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### 3. Return

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
1	410701000	4788016	2000	1	Budget Return
				1	
				1	

#### 3.1. Header data:

The following are the input fields in the Header section of the Budget

- **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: **Retrun**
- **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
- **Version:** Input the version number 0
- **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BRET (Budget Return)**
- **Document date:** Input the Document date
- **Fiscal Year:** Input the Fiscal Year
- **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **RI (Budget Return)**

#### 3.2. Line item

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
1	410701000	4788016	2000	1	Budget Return
				1	
				1	

The following are the Input fields in the Line item section.

- **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 410701000



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- **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016
- **Amount:** Input the Budget amount
- **Text:** Input the Text information in this field

### 3.3 Save and Display

**Budgeting Workbench - Create Document for FM Area 1000**

Document: [ ] Status: Initial

Header Data | Additional Data

Process	Return	Total	0.00
Budget Category	Payment	Version	0
Document type	BRET (Budget RETUR...	Document Date	09.04.2016
Fiscal Year	2016	Period	All
Budget Type	RI BUDGET RETUNR		

- Click on Save option

Document 2000000000 has been created successfully in FM area 1000 document year 2016

- System will pop up Document has been created successfully message at the bottom of the screen.

**Budgeting Workbench - Display Document for FM Area 1000**

Document: 2000000000 Status: Posted Document Year: 2016

Header Data | Additional Data

Process	Return	Total	2,000.00
Budget Category	Payment	Version	0
Document type	BRET (Budget RETUR...	Document Date	09.04.2016
Fiscal Year	2016	Period	All
Budget Type	RI BUDGET RETUNR		

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
1	410701000	4788016	2,000.00	1	Budget Return



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### 4. Supplement:

**Budgeting Workbench - Create Document for FM Area 1000**

Document: [ ] Status: Initial

Prepost Long Text Messages log Messages per Line

Header Data Additional Data

Process	Supplement	Total	0.00
Budget Category	Payment	Version	0
Document type	BSEP (Budget Seplim...	Document Date	09.04.2016
Fiscal Year	2016	Period	All
Budget Type	SL BUDGET SUPPLIMENT		

#### 4.1. Header data:

The following are the input fields in the Header section of the Budget

- **Process:** Place the cursor on this field and press F4 and select the respective process and press enter key Eg: **Supplement**
- **Budget Category:** Place the cursor on this field and press F4 and select the respective Budget category and press enter key Eg: Payment
- **Version:** Input the version number 0
- **Document type:** Place the cursor on this field and press F4 and select the respective Document type and press enter key Eg: **BSEP(Budget Supplement)**
- **Document date:** Input the Document date
- **Fiscal Year:** Input the Fiscal Year
- **Budget type:** Place the cursor on this field and press F4 and select the respective Budget type and press enter key Eg: **SL (Budget Supplement)**

#### 4.2. Line item

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
	443402001	4788016	1000		Budget Supplement

The following are the Input fields in the Line item section.

- **Fund Center:** Place the cursor on this field and press F4 and select the respective Fund Center and press enter key Eg: 443420001
- **Commitment Item:** Place the cursor on this field and press F4 and select the respective Commitment item and press enter key Eg: 4788016





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- **Amount:** Input the Budget amount
- **Text:** Input the Text information in this field

### 4.3 Save and Display

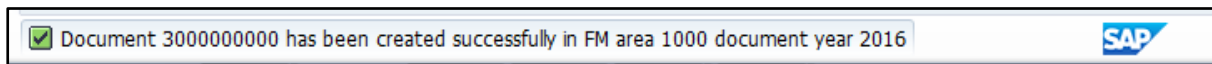
**Budgeting Workbench - Create Document for FM Area 1000**

Document:  Status:

Header Data | Additional Data

Process	Supplement	Total	0.00
Budget Category	Payment	Version	0
Document type	BSEP (Budget Seplim...)	Document Date	09.04.2016
Fiscal Year	2016	Period	All
Budget Type	SL	BUDGET SUPPLIMENT	

- Click on Save option



- System will pop up Document has been created successfully message at the bottom of the screen.

**Budgeting Workbench - Display Document for FM Area 1000**

Document:  Status:  Document Year:

Header Data | Additional Data

Process	Supplement	Total	1,000.00
Budget Category	Payment	Version	0
Document type	BSEP (Budget Seplim...)	Document Date	09.04.2016
Fiscal Year	2016	Period	All
Budget Type	SL	BUDGET SUPPLIMENT	

Lines

Line	Funds Center	Commitment Item	Amount (INR)	DK	Text
1	443402001	4788016	1,000.00	1	Budget Supplement



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# Manual End